



CIVIL AIR PATROL
United States Air Force Auxiliary
Headquarters Group VII, Ohio Wing
P.O. Box 1334, Fairborn, OH 45324



20 March 2005

MEMORANDUM FOR ALL GROUP VII PERSONNEL

FROM: CC

SUBJECT: Group VII Corporate Vehicle Policy (CC-012)

1. This policy letter establishes the policies and procedures for use of the Group VII Corporate Vehicle (34501), the 2002 12-passenger Dodge van. Reference CAPR 77-1 for national policies.

2. **SPONSORSHIP.** Although the vehicle and overall responsibility is assigned to Group VII headquarters, units may choose to participate in the sponsorship of this vehicle. Sponsor units will pay a quarterly fee as agreed upon by the sponsor units. Sponsor units will receive a key to the vehicle and will have priority on it use. Extra keys will be kept at group and the group commander will also have a key. The quarterly fee will be paid to the group finance officer by the first Monday of January, April, July and October. Non-sponsor units may also use the vehicle as it is available, but will not have priority usage or receive a key. All vehicle keys will be signed for on the Group VII Form 13. One copy of the form 13 will be kept at group and another given to the individual. Non-sponsor units will return the vehicle clean and fully fueled. Failure to return the vehicle clean and fueled may result in loss of use privileges. Non-sponsor units who wish to become a sponsor should contact the group commander.

3. **RESPONSIBILITIES.** The group commander has overall responsibility for the management of the vehicle. The group commander has delegated the day-to-day operations and maintenance of the vehicle to the group's transportation officer (GP VII/LGT: Maj N. Scott Spurling; e-mail and telephone number: N8XVU@woh.rr.com, 937-854-9460). The LGT will maintain the vehicle schedule and is responsible for the monthly tire pressure check (to be done before the 10th of each month and annotated on the CAP Form 73). The group commander, deputy commander and transportation officer are the releasing authority of the vehicle to non-sponsor units. All drivers must have a valid state driver's license, CAP Motor Vehicle Operator Identification Card (CAP Form 75), and be a minimum of 21 years of age. Users will perform a vehicle inspection before every use and annotate it on the CAP Form 73. All discrepancies will be annotated on the form 73 and reported to the group LGT immediately. Usage and mileage will be annotated on the CAP Form 73 and Group VII Form 15 in the vehicle log book every time the vehicle is used.

4. **SAFETY AND SECURITY.** All occupants will wear a seatbelt any time the vehicle is in motion. The vehicle will be locked at all times when unoccupied. Minimum emergency services items will be maintained in the van at all times (first aid kit, fire extinguisher, road flares, etc.). Using units will be responsible for supplying additional ES equipment during use (sleeping bags, food, water, etc.).

5. UPKEEP. Smoking is prohibited at all times in the vehicle. Food and beverages are allowed in the vehicle, but all trash must be removed and the vehicle cleaned before it is returned to group. The CAP radio is to be turned off whenever the vehicle is not running.
6. DISPUTES. The group commander is the final authority for resolving all usage disputes.
7. PARKING. The vehicle will be parked in any spot across from the entrance to building 1222 (adjacent to the street across from the bowling alley). Do not park the vehicle next to the building.
8. This supersedes Group VII Policy Letter CC-012, 26 May 2004, same subject.

//Signed//

MICHAEL K. HOOD, Lt Col, CAP
Commander